

# Privacy notice & data policy

## Who we are

The data controller for the purposes of the SAMMBA website is SpaceTec Partners SRL, the SAMMBA consortium partner in charge of communication, who are processing data on behalf of the European Commission. The team can be contacted via email at [privacy\(at\)spacetec.partners](mailto:privacy(at)spacetec.partners).

## What data we collect

We collect some or all of the following personal data from you: the IP address or domain name of the computer you use to connect to our website, and information about your visit to our SAMMBA website via Cookies (you'll find more information on our Cookie use below). In addition, if you register for our matchmaking services and/or newsletter via this website, we will collect the information you provide in the registration form(s), including your name and email address and the name of the company you are representing.

## Cookies

A cookie is a small text file that is downloaded onto 'terminal equipment' (e.g. a computer or smartphone) when you access a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions. Most browsers support Cookies, but you can set your preferences to decline them and delete them whenever you like.

We use Cookies on the basis of your consent on our SAMMBA website for use with Google Analytics to observe how you interact with our website. This is performed so that we may improve the user experience and the functions of our website. We do not use cookies to track your behaviour once you have left our website.

## Why we collect your personal data

We process your data to improve your experience on our website, to share information with you via the SAMMBA newsletter.

## On what basis we collect your personal data

We process your data on the basis of your consent, and also the legal and financial audit requirements imposed on us by, for example, the European Commission.

## How we process your data

Your personal data will be retained for a period of two years, unless we are required by law to retain your personal data for a longer period of time. Your data are not subject to automatic decision procedures.

The data controller and the members of the SAMMBA consortium follows strict data security procedures to ensure that your personal information is not damaged, destroyed, or disclosed to a third party without your permission and to prevent unauthorised access. The computers storing the information are

kept in a secure environment with restricted physical access. We use secure firewalls and other measures to restrict electronic access. If the data must be transferred to a third party, we require them to have in place similar measures to protect your personal data.

All of the information we collect or record is restricted to our offices. Only persons who need the information to fulfil their duties are granted access to personal data. We will explicitly ask you when we need information to identify you. We may require you to cooperate with our security checks before we disclose information to you. You can update the personal information that you give us at any time by contacting us directly.

### **What your rights are**

You have the following rights in relation to your data and the processing thereof:

- access your data
  - have knowledge of the reasoning underlying data processing
  - obtain a copy of your data
  - request their erasure or rectification
  - request your data to be provided to another controller on your behalf
  - not to be subject to a purely automated decision without having your views taken into consideration
  - object to processing in some circumstances
  - withdraw your consent
  - lodge a complaint with the national supervisory authority should you consider this data processing to be in violation of the law and to claim compensation for damage incurred as a result if the processing is found to be unlawful
- You may contact us at [privacy\(at\)spacetec.partners](mailto:privacy(at)spacetec.partners) with your requests to exercise your rights. We will answer your request within one month of the date we receive your request, but if your request is sufficiently complex or there are too many parallel requests, this period may be extended by a further month.